



ST. CHRISTOPHER'S CHURCH & COMMUNITY HUB

HINCHLEY WOOD



Supported by Surrey County Council and Elmbridge Borough Council

TERMS & CONDITIONS OF HIRE OF ST CHRISTOPHER'S CHURCH AND CHURCH HALL (updated 1st Sept 2023)

1. Letting Policy

- a) It is the policy of St Christopher's Church, as represented by the Parochial Church Council ("PCC") to encourage the use of its facilities, notably the Church Hall, and including the Church (known interchangeably in these Terms & Conditions of Hire as "the Venue"), by a wide variety of members of the local community and
- b) Both regular and one-off bookings are welcome although, as both of the buildings are part of a centre for Christian worship, lettings will only be made to organisations whose aims and values are not contrary to the spiritual mission of the church.

2. Church Precedence

- a) The Venue is primarily for the use of the Church whose requirements take precedence over any other user and
- b) Bookings by any other user may be cancelled at the absolute discretion of the PCC to allow Church use of the Venue. However the PCC will cancel such a booking only where it is reasonable to do so, and only after giving adequate notice of intention to the user of no less than two weeks.

3. Making Bookings

- a) Organisations and individuals requiring use of the Venue on a one-off basis ('the Hirer(s)') must complete a booking form and return it to the Administrator, with the full fee before a booking is confirmed;
- b) The Hirer, as identified on the booking form, must ensure these Terms & Conditions are drawn to the attention of their guests, and are complied with;
- c) Regular Hirers (requiring use of the Venue for a set period over a number of defined weeks) must fill in an Agreement for Regular

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CHARITY REGISTRATION NO. 1147737

Bookings form and return it to the Administrator with a signed copy of the Terms & Conditions and

- d) Regular Hirers will be invoiced monthly prior to their bookings, with payment due in advance of use.

4. Charges

- a) Charges are set out in the Schedule of Charges in Appendix One to this document;
- b) All charges are subject to the discretion of the PCC;
- c) Hirers are required to provide a security deposit at the time of their booking. Full details can be found in Appendix Three of this document and
- d) In the event that these Terms & Conditions are not complied with and the Venue is not in a fit state for use by other hirers wishing to use the Venue, the Hirer's deposit will be retained and the Hirer will be invoiced for the time for which the Venue is not available for use by other hirers, and any additional costs to make the Venue fit for hire.

5. Cancellations

If a booking is cancelled with notice of 30 days and over, a full refund will be given. With notice of 10-29 days, a 50% refund will be given; and with notice of 9 days and under no refund will be given.

6. Times of Bookings

- a) Bookings are for specific time periods, which must include any setting-up and clearing-up time, and the times on the booking form must be adhered to and
- b) Bookings must end by 11.00pm unless agreed in writing on the booking form by the Administrator and a suitable temporary event notice (TEN) obtained from Elmbridge Borough Council.

7. Insurance

- a) The Hirer shall indemnify the PCC against any damages, liabilities, costs or losses arising out of any misuse of the Venue and
- b) It is the duty of the Hirer to decide what constitutes adequate insurance for their use of the Venue and to arrange insurance, notably if using 3rd party entertainers or equipment.
- c) Regular hirers should have as a minimum suitable public liability insurance for their activity, and are required to submit a health and safety risk assessment and a copy of their insurance certificate to the Administrator with their booking.

8. Safeguarding Children and Vulnerable Adults

- a) The Hirer is required to ensure that children and vulnerable adults are protected at all times by taking reasonable steps to prevent the occurrence of any injury, loss, damage or harm.
- b) The Hirer also agrees to comply with current national legislation and any relevant National Governing Body guidelines in respect of children and vulnerable adults and
- c) Regular Hirers will sign the attached Safeguarding Form and return it with their Booking Form.

9. Equipment For Use by Hirers

There are tables and chairs for use by the Hirer in the cupboards in the Church Hall alongside the disabled toilet.

The Hirer is not entitled to use any of the equipment in the cupboards on, or drawers in, the stage or the toys in the cupboards on the decking in the Church Hall. This equipment is for use of Christopher Robin Nursery School only.

10. Fire

- a) All exits, especially Fire Exits and Fire escape routes, **MUST BE KEPT CLEAR OF OBSTRUCTIONS** at all times. Any obstruction will be removed without notice;
- b) The Entrance Hall is an escape route and must be kept clear of obstructions;
- c) Smoking is not permitted in any part of the Venue, including the Entrance Hall and toilets; Smoking is also not permitted in the outdoor spaces around the Church and Hall.
- d) **The red fire extinguisher contains water and must not be used on electrical equipment. The black fire extinguishers and blue fire extinguishers may be used on electrical or kitchen fires.** Anyone noticing any problems regarding the extinguishers, please advise the Administrator without delay and
- e) Fire alarm systems are installed in both the church and church hall. In the event that the fire alarm sounds, the hirer must ensure that all persons present leave the premises immediately and proceed to the assembly point at the corner of Claygate Lane and Manor Road North.

The hirer must also call the Fire Brigade on 999, stating the address, including the post code as follows:

St Christopher's Church or Church Hall
Claygate Lane
Hinchley Wood
KT10 0AQ

- f) The maximum capacity of the Church is 200 and the Hall is 120 and this figure must not be exceeded.

11. Licences & Permissions

- a) No alcohol is to be sold on the premises. Alcoholic drinks may be consumed if written permission has been obtained from the Administrator at the time of booking;
- b) Hirers must obtain all necessary licences and permissions including statutory and/or local authority licences applicable to their use of the Venue and
- c) Regular Hirers must consult the Administrator about their use of music.

12. Sub-letting

The Hirer or Regular Hirer must NOT sub-let the Venue or any part of the Venue.

13. Advertising

The Hirer must NOT advertise their use of the Venue or sell tickets at the door without prior written permission from the Administrator.

14. Nuisance and Noise

The Hirer is responsible for ensuring that no nuisance or undue noise is permitted including but not limited to:

- a) Keeping music at a reasonable volume;
- b) Not permitting animals inside the Venue save for assistance animals agreed by the Administrator in advance;
- c) Leaving the Venue as quietly as possible and
- d) In relation to the Church Hall:
- a. Keeping windows, apart from those facing the car park, closed at all times and
- b. drawing the curtains after dark when the lights are on.

15. Hirers' Equipment

- a) The Hirer and their employees, volunteers or guests must not leave their equipment or belongings in the Venue unless written permission has been obtained from the Administrator and the equipment is labelled with the name of the user;
- b) The PCC accept no responsibility for any equipment or belongings left in the Venue even if they had permission to leave it there;
- c) The Hirer must make arrangements for adequate Insurance to cover anything left in the Venue. Property left in the Venue without official permission may be removed and disposed of without notice and
- d) It is the responsibility of the Hirer to ensure that any electrical equipment that they bring into the Venue for their use has undergone an annual electrical safety check and is safe to use.

16. Housekeeping

- a) The Hirer must ensure that no French chalk or any other product is used on the floor of the Venue;
- b) No bolts, nails, tacks, screws, pins, sellotape, blue tack or other objects shall be used in any part of the Venue, nor shall any placards or other articles be stuck to the walls unless authorised in advance;
- c) The Hirer must remove all rubbish and remnants from the Venue and its environs after use and take away for disposal. **Please note that all rubbish must be taken home as the wheelie bins are for the use of St. Christopher's Church only.** The Venue must be left clean and tidy; the Hirer must sweep up after use and mop where necessary. Tables must be wiped clean if used;
- d) Damage to the Venue or its equipment must be reported to the Administrator and paid for;
- e) The Hirer must supply their own materials, including cleaning materials, tea towels and black rubbish sacks and
- f) The Hirer must ensure all lights are turned off and all outside doors are closed and locked at the end of their use.

17. Prevent Duty

The PCC is governed by Section 26 of the Counter-Terrorism and Security Act 2015 which places a duty on certain bodies in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This is known as the Prevent Duty. In complying with the Prevent Duty, there is an expectation that public bodies ensure that publicly-owned

venues do not provide a platform for extremists and are not used for dissemination of extremist views.

In light of this duty a Hirer will not be permitted to use or hire the premises or facilities for the purpose of speaking engagements using external speakers if:

- a) There are reasonable grounds for believing that a speaker or other persons at the event will incite others to commit criminal acts, such as acts of violence and/or the incitement of racial or religious hatred;
- b) There are reasonable grounds for believing that opinions may be expressed in a way that is contrary to fundamental British values, or which infringe the human rights of others;
- c) The event appears to be in direct support of an organisation that is unlawful or proscribed by the Home Office
- d) The Hirer has misled the PCC about the nature of the event by falsifying or concealing information

18. Venue Keys

- a) The Hirer will be issued with keys immediately before their event. These are for the exclusive use of the person to whom they were issued; further distribution or duplication is forbidden and
- b) Any instance of theft or damage from/to the Venue attributable to non-compliance with this condition will render the original key-holder liable to prosecution.

Regular Hirers will be issued with a set of keys which they must return to the Administrator if they no longer require the use of the Venue on a regular basis.

I agree to and will ensure the above Terms and Conditions of Hire are adhered to:

Signed:

Dated:

APPENDIX ONE

SCHEDULE OF CHARGES FOR VENUE USERS (effective 01/09/23)			
	Church Building	Church Hall	<u>Comments</u>
<u>AD-HOC USERS</u>			
One-day ad-hoc users - weekends	£37.00 per hour	£35.00 per hour	Plus £250.00 refundable deposit
One day ad-hoc users - week nights	£29.00 per hour	£26.00 per hour	Plus £250.00 refundable deposit
Use as Film Unit	£600 per day	No charge	Current charge (originally for car park use) All day and overnight
Payment in advance – to be made when returning Booking Form.			
<u>REGULAR USERS</u>			
Halls	£26.00 per hour	£24.00 per hour	
Vestry	£13.00 per hour		
Regular users are invoiced monthly in advance with payment to be made before use.			

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APPENDIX TWO

Booking Form for Regular Hirers of Church Premises

The Parochial Church Council of St Christopher's Church Hinchley Wood has adopted the Policy Statement of the national church: **Promoting a Safer Church (October 2020)**

Your booking agreement is conditional upon you complying with this unless you already have an equivalent policy of your own.

You are required to ensure that everyone and in particular children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- You will provide the church with a copy of your organisation's safeguarding procedures;
- You will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, ensuring that:
 - you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults, and update it annually;
 - you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
 - no person under the age of 18 years will be left in charge of any children or young people of any age;
 - no child or group of children or young people should be left unattended at any time
- A register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin and
- You will immediately (within 24 hours) inform the Parish Safeguarding Officer of:

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- (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it and
- (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Parish Safeguarding Officer for St Christopher's Church is:

Name: Julia Bowden

Email: safeguarding@stchristopherschurch.org.uk

Tel: 07470 367951

Declaration:

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed Designation

Organisation Date

APPENDIX 3

AD-HOC / OCCASIONAL HIRERS ONLY:

REFUNDABLE DEPOSIT WHEN HIRING ST CHRISTOPHER'S CHURCH OR CHURCH HALL

A deposit of £250.00 is required at the time of booking which will be retained by St. Christopher's Church until not less than 7 days after an event. Once the Venue has been checked after your hiring and found to be satisfactory, the deposit will be reimbursed to the Hirer. Should the Venue be left in a state which is not fit for subsequent hirers, the deposit will be retained and the Hirer may be invoiced for the length of time for which the venue is out of action.

Please note that all rubbish must be taken home as the wheelie bins are for the use of St. Christopher's Church only. The use of our bins by Hirers causes immense problems for the disposal of our own rubbish. The bins are checked on a Monday morning and if there is party rubbish left in the bins by Hirers, the deposit will be retained.

We prefer that payment is made by online banking using the following information:

Account name: St. Christopher's PCC Hinchley Wood
Reference: Event date
Account no: 65277205
Sort Code: 08-92-99